

# Town of Carlisle

MASSACHUSETTS 01741

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Office of  
**PLANNING BOARD**

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## **Minutes January 13, 2020**

### **Minutes 12/9/19**

#### **Bills**

#### **Budget/FY21 budget**

#### **2019 Annual Town Report**

#### **Liaison Reports**

#### **Discussion of possible Warrant Articles for consideration at 2020 Spring Town meeting**

#### **Master Plan Steering Committee update**

#### **Community Preservation Act Committee call for project proposals (deadline 1/17/20)**

#### **Discussion of FY21 Planning Board staffing plan**

#### **Request for update of Planning Board goals for 2020 OS&R Plan [Request of David Freedman, Chair]**

#### **Request for input on potential part-time Grant Writer/Manager position [Request of Board of selectmen]**

#### **ANR Plan: 517 Bedford Road (Map 22, Parcel 81), Carlisle Holdings 517 LLC, applicant**

Chair **Madeleine Blake** called the meeting to order at 7: pm in the Clark Room of Town Hall. Members **Peter Yelle, Ed Rolfe, Adelaide Grady, Jonathan DeKock** and Planning Administrator **George Mansfield** were present. Members **Jason Walsh** and **Rob Misek** were absent.

Bob Zielinski (Carlisle *Mosquito*) was also in attendance.

### **Minutes**

The Planning Board (PB) reviewed the draft Minutes from the 12/9/19 meeting, and a few revisions were noted. Rolfe moved that the PB approve the Minutes as amended, Grady seconded the motion, and it was approved unanimously (5-0).

### **2019 Annual Town Report**

Planning Administrator Mansfield explained that the 2019 Annual Report from each group is due in late February (2/21/20), and he asked Board members to let him know of any items they feel should be included in the Annual Report. It was agreed that Planning Administrator Mansfield would provide a draft of the report electronically to the Board members for their individual review in advance of the 2/10/20 meeting, such that a revised draft of the Annual Report could be reviewed at the 2/24/20 meeting.

### **PB meeting schedule**

On discussion, the Board agreed to cancel the PB meeting scheduled for 1/27/20.

### **Request for update of Planning Board goals for 2020 OS&R Plan [Request of David Freedman, Chair]**

Chair Blake explained to the Board that the Open Space and Recreation (OS&R) Plan Update Committee has requested updates from the various boards and committees concerning their goals and initiatives for the next several years, for submission by the end of February. Chair Blake and Planning Administrator Mansfield agreed to meet to develop a draft update. Rolfe noted that some of the goals for the timeframe of 2013 to 2019 (included in the 2013 OS&R Report) had changed, and that this should be addressed in the 2020 OS&R report. The Board briefly discussed possible goals that should be included.

### **Liaison Reports**

Chair Blake reported on a recent meeting of the OS&R Committee. She explained that the Committee is working on the 2020 plan update and is reviewing all parcels of land 10 acres and over and ranking them based on several criteria including agricultural, open space, recreation, and parcel size. This ranking provides valuable guidance to the Town if any of these properties were to be available to purchase by right of first refusal for example, or if a development proposal is presented and the Town has the opportunity to negotiate some benefit for the Town on

the land (e.g. trails, pathways, open space). Blake explained that two public meetings are planned for input on the ranking of these parcels, likely in March.

**Community Preservation Act Committee (CPC) call for project proposals (deadline 1/17/20)**

Board members agreed that the PB does not have any proposals to put forward at this time.

**Discussion of FY21 Planning Board staffing plan**

Chair Blake reported that prior to the holidays she had met with the Board of Health (BOH) and Conservation Commission (ConsCom) at their respective meetings to present the concept of a Land Use Director, and that she will be presenting this concept to the Historical Commission (CHC). She noted that the BOS will be taking this up at their meeting tomorrow night, and so there will be more to report at the next meeting.

**Request for input on potential part-time Grant Writer/Manager position [Request of Board of Selectmen]**

DeKock explained that the Energy Task Force (ETF) is currently in charge of managing the Green Communities grant which requires 4 quarterly reports and an annual report, each detailed and lengthy detailing what each dept used for energy and what was done with each grant. He explained that a few years ago, the EFT received a grant to hire a grant writer, and so for a 2-year period, it had someone to write the grants and manage the paperwork and reports, thereby allowing many projects to be accomplished by the Committee during that timeframe. Now, with only the 4 ETF volunteers, the volume of paperwork required by these grants is taking the entirety of their effort and time. DeKock explained that the BOS realized this due to the time-consuming efforts involved for applying for electric vehicle charging stations and dealing with all contractors involved. DeKock further explained that the project activities of the EFT are looking unsustainable without a grant writer. He noted that Concord has a part-time grant writer, as do many other towns, and that person is able to cover their salary by incoming grants, therefore resulting in no net cost to the Town. He summarized that in his opinion, if you want to continue to accomplish projects w/o Town funds, this type of position is necessary, or at least some type of position to support the ETF and to look out for other grant opportunities.

On discussion, the majority of the Board felt that this type of position is important to the Town. Yelle expressed concern about matching funds requirements for some grants, as well as concern about the overall Town budget in terms of hiring more staff. Chair Blake felt that this type of position would be helpful, and referred to the need for transportation grants, for which there are many possible opportunities. DeKock gave the example of one small community's grant writer who cobbled together enough grants from different departments to fully fund installation of underground utilities throughout its Historic District – something that may be of interest in Carlisle. Grady noted that affordable housing efforts may benefit from this position.

Planning Administrator Mansfield referred to an email from Health Agent Fantasia indicating that she is not in favor of adding this position and felt that the BOS should be managing and approving grant requests. Mansfield explained that the Town Administrator does currently approve grant requests.

Chair Blake asked Planning Administrator Mansfield to prepare a response to the BOS' inquiry that indicates the majority of PB member support, but also expresses the noted concerns.

**Master Plan Steering Committee (MPSC) update – kind of in notes format**

The Board discussed the results of the MP Fall survey. It was noted that open space and natural resources and quality of schools were the most important factors as to why most people live in Carlisle. Yelle expressed interest in seeing some of the raw data from the survey, asking how age influenced the priority ranking. DeKock said that there is Microsoft software that may be able to provide those correlations from an analysis of the raw data.

Chair Blake noted that members of the Civic Moxie (CM) team will now be attending the monthly MPSC meetings. She said that CM has noted that Carlisle's GIS data is quite fragmented between several departments/groups, and she explained that CM will be integrating all of the GIS data to form a comprehensive baseline which we can then build on. CM also noted that our Town government is very decentralized, which may have been somewhat by design, according to the Carlisle Study Plan 1995. Blake suggested that CM would be

analyzing the benefits and detriments of continuing in this manner. Grady asked that they also suggest how a more centralized government may benefit the Town.

Blake said that the next big MP initiative is the “kitchen conversations” which will take place in late January, early February, and that questions for discussion will be provided. The goal is to have 100 conversations reaching 1000 people. Grady suggested that it might be good to include fact sheets related to the various questions to be discussed in order to create a baseline of understanding for the discussion of a question. Chair Blake said that as specific questions are discussed at these kitchen conversations, goals and context for the questions will be defined and discussed to provide a framework for the responses.

Chair Blake informed the Board that CM will be coming to the second March PB meeting, currently scheduled for 3/23/20, to provide an update to their work thus far. The Board discussed possibly changing the meeting date to March 30, and Chair Blake planned to see which date CM prefers. The Board also discussed various outreach possibilities for encouraging resident participation and input in the MP process.

Documents on record used in the discussion of this topic (on file in the PB office):

- “Summary of Master Plan Fall Survey Results” dated 12/16/19.

#### **Discussion of possible Warrant Articles for consideration at 2020 Spring Town meeting**

The following placeholder warrant articles were submitted to the BOS:

1. Revisions to Zoning Bylaw Sec. 5.8 Solar Photovoltaic Facilities,
2. Revisions to Zoning Bylaw Sec. 5.10 Medical Marijuana Facilities,
3. Revisions to Zoning Bylaw Sec. 5.11 Temporary Moratorium on Marijuana Establishments (removal),
4. New Zoning Bylaw section pertaining to Recreational Marijuana Facilities,
5. Designation of Scenic Road (Church St).

Chair Blake felt strongly that a bylaw must be put in place concerning recreational marijuana facilities in order to provide clarity on what is possible in Carlisle. She suggested that there are three possibilities: a total ban on all facilities, allowing one type of facility in the business districts, and allowing a broader ability to cultivate. She explained that currently it is not clear where cultivation would be allowed. She explained that under the State law, even though agricultural use is as of right, marijuana is specifically excluded from this right, but pointed out that Carlisle’s definition of agriculture in its bylaw is a bit different than the State’s, therefore leaving interpretation uncertain. She asked the Board members for their thoughts on how to proceed concerning recreational marijuana for Carlisle.

Yelle suggested that the bylaw be crafted to allow some level of business in Carlisle, noting that several people at Town Meeting last year spoke out against a full ban. Planning Administrator Mansfield pointed out that Zoning Bylaw Sec. 3.3.1.2.8 allows a store for the sale of goods at retail for drugs and pharmaceuticals in the general business district, and that the law referring specifically to the center district also allows it, although he and Chair Blake agreed that the 500 ft buffer in the State law would likely rule out the town center business district. The Board therefore proposed use of the other business districts along Bedford Rd, as was proposed last year.

DeKock suggested that currently the Medical marijuana bylaw may effectively be a ban as well, due to the setbacks required, and therefore both bylaws should be examined. He also pointed out that the survey data for marijuana indicated support of an agricultural aspect, suggesting that this be addressed in any bylaw that is proposed. Chair Blake suggested that these Bylaws be developed as soon as possible, aiming for spring town meeting, or alternatively a special fall town meeting, and said the next step is to talk with TC. Planning Administrator Mansfield explained that Town Counsel will also likely be drafting the proposed marijuana Zoning Bylaw amendments. Grady asked that any State and local information concerning recreational marijuana be made available to the Board members.

Regarding a possible General Bylaw amendment for scenic road designation for Church St, Mansfield explained that the permitting of the Carlisle School parking lot solar facility brought up the matter of whether Church St is a

scenic road. He said that while it is not, there are considerable lengths of old stone walls on Church St, and he noted that many residents have expressed concern about damage to the old stone walls. Mansfield also noted that Church St is the only eligible roadway within the Town Center Historic District that is not a designated scenic road, but added that the first thing to do would be to poll the residents of the street and see if they are in favor of this designation for their roadway.

Concerning a potential revision to the Solar Bylaw, DeKock suggested that this be postponed for now, and the focus be on the marijuana Bylaws. The Board agreed.

**ANR Plan: 517 Bedford Road (Map 22, Parcel 81), Carlisle Holdings 517 LLC, applicant**

Planning Administrator Mansfield explained that the applicant proposes to divide a 7.66-acre lot into one 2.21-acre buildable lot containing the existing residence and all out buildings, and a second 5.45-acre non-buildable lot without frontage. Mansfield noted that the lot without frontage is being created for conveyance purposes.

DeKock asked about setbacks for the septic and well for 517 Bedford Rd, and whether these items should be shown on the plan. On discussion, Planning Administrator Mansfield concluded that the plan should show the locations of the septic system and the well to meet the requirements of the Boards Rules and Regulations for ANRs. On this basis, the Board did not accept the plan for filing this evening as it was not complete, and Chair Blake asked that an amended plan be provided.

Documents on record used in the discussion of this topic (on file in the PB office):

- Plan of Land in Carlisle, MA for 571 Bedford Rd, prepared by Stamski and McNary, Inc. for Carlisle Holdings LLC, dated 9/20/19.

At 9:15 pm, Rolfe moved and Grady seconded the adjournment of the PB meeting, and the motion was approved unanimously (5-0).

Respectfully Submitted,

Gretchen Caywood  
Assistant to Planner  
Carlisle Planning Board